




STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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SECRETARY

September 28, 2018

To: All L&S Staff and L&S LSA_{ds} PEFs

From: J. Dale Burton, PE, PLS 
State Location & Surveys Engineer

Subject: [Proc 2018-6 – L&S Required PEF Attestations for Individually Developed Survey Products](#)

There are many different survey items that are completed and compiled in order to develop a Microstation CADD file commonly known as the “FS File” for a NCDOT Preconstruction Base Plan Sheet for project design. This is the main 2D CADD file that is used to base the design of a NCDOT project. The list of the various files that are compiled and merged into the FS file includes property data, SUE data, LiDAR data, planimetric data, hydrographic data, gravity utility data, etc. In addition to that, there are many other files created to supplement the FS file including the 3D DTM file and Geopak TIN files. In order to meet demanding schedules, often times several of these various tasks are contracted to different survey firms and photogrammetric firms. The list of task combinations depends on each project specifics and availability of contracted firms. Nevertheless, each survey work product produced by each surveyor needs to be signed and sealed as attesting this information was obtained and produced under their direct supervision and responsible charge.

The NC Board of Registration requires that each deliverable survey product produced and delivered to a customer must be signed and sealed by a NC PLS as attesting this product was produced under his direct supervision and responsible charge. Currently there is no way to electronically sign and seal a CADD file in order to preserve the signing and sealing signature and also allow for edits inside the CADD file simultaneously. Therefore, in order to overcome this dilemma, L&S is requiring a readable PDF file that is an exact duplication of the CADD product provided to NCDOT for project development and base surveys. The PDF file is an un-editable file of the original survey product delivered to NCDOT. This will serve as the official file to preserve the integrity of each surveyor’s work product delivered to NCDOT after the different CADD files are combined in the Final Survey File.

In addition to Microstation CADD files, any other supplemental electronic files delivered as official survey products such as Word documents, Excel spreadsheets, Text files, Access databases, etc. will also need to be saved as PDF files, signed and sealed and delivered to NCDOT as an official duplicate file of the original file. The intent and need for the PDF file is to preserve the integrity of each surveyor’s work product delivered to NCDOT. This could include but not limited to closure reports, adjustment reports, coordinate lists, etc.

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In order to automate this process, L&S has produced a video to offer a way to create these PDF files via an automated process to produce multi-page PDF files. This video is named "[Creating Attestation Sheets](#)" and can be found on the [LS Connect NCDOT Home Page](#).

After each surveyor's delivered work product has been vetted, reviewed, and accepted, the corresponding PDF attestation file will be placed on the Preconstruction SharePoint site in the "Consultant Attestations" Topic under the appropriate Document Set for each consultant that worked on the project as described in the NCDOT Location & Surveys SharePoint Guidelines on page 11. This will be the responsibility of each L&S office or L&S Project Manager to manage the files on the SharePoint site that is assigned to them.

Thanks for everyone's patience while we work our way through this transition. If you have any further questions concerning how to create the attestation sheets, please contact either Joel Gulledege, Emory Kincaid, or Ken Hudson with the L&S Unit.

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